

## **REQUEST FOR QUALIFICATIONS/FEE QUOTES**

### **Preparation of a FF2024 CDBG Competitive Grant Application for a Housing Rehab Program with Program Monitoring and Administration**

#### **1. Background**

The Town of Mashpee has commenced construction of the largest public works project in the Town's history which is the construction of Mashpee's municipal wastewater collection system and wastewater treatment facility. The Town has been in the planning phases of this effort for more than 30 years and at the October 2022 Town Meeting Mashpee voters unanimously approved the funding for Phase 1 of this endeavor which includes the installation of sewer mains in 20 Mashpee streets including two of the Town's larger condominium complexes Summerwood and Sea Oaks.

Phase 1 includes 439 households. Subsequent to the installation of sewer mains and the completion of the municipal waste water treatment facility, property owners will be subject to a Board of Health order to make their lateral connection to the sewer main from their house. With this transition comes a cost for property owners. For low/moderate income households in the Phase 1 sewer service area making this connection could be a financial challenge and the Town wishes to alleviate that burden by funding in part or in total the lateral connections for qualifying households utilizing monies awarded to the Town via a Community Development Block Grant as a Housing Rehabilitation Program.

#### **2. Request for Quotes**

The Town of Mashpee requests price quotes and statements of qualifications from qualified firms or individuals for professional and technical services for the preparation, submission and administration of a FFY2024 Community Development Block Grant (CDBG) competitive grant application to the Commonwealth of Massachusetts Executive Office of Housing and Livable Communities (EOHLC). In addition to the preparation, submission and administration of the grant, the Town's intent is to award a contract to a qualified team specifically for the purpose of assisting the Town in defining the scope of the program and level of financial assistance to be offered to qualifying residents.

Mashpee wishes to make available to qualifying residents financial grants to cover the costs of connecting to Mashpee's sewer collection and treatment system currently under construction as a qualifying activity as a housing rehabilitation program. There are roughly 439 households within Phase 1 of Mashpee's sewer system.

Proposals must comply with the Commonwealth of Massachusetts' EOHLC requirement for administrative and technical services. The successful respondent (hereafter, the "Contractor") shall enter into an agreement with the Town to provide the services described below that are related to the Town's CDBG program. Services shall include the administration of the Sewer Connection Grant program during the agreement period.

### 3. Scope of Services

Needed services shall include but not be limited to administrative and technical support and grant writing services to prepare Town's 2024 competitive Community Development Block Grant (CDBG) application and administer the housing rehabilitation program following any award issued during the life of the contract. The Contractor shall be responsible for all phases of general program administration and compliance, under the Town's direct supervision, for approved projects. To achieve this, the Contractor shall be expected to:

- a. Engage the Mashpee Select Board and Sewer Commission to obtain each Board's policy objectives and opinions relative to the scope and extent of the housing rehabilitation program (sewer connections). The Consultant should be able to assist each Board in ascertaining what a reasonable grant request may be with the goal of providing the maximum amount of financial assistance as is possible to as many qualifying residents as is possible in the Phase 1 sewer service area.
- b. Prepare and submit on the Town's behalf the actual grant application for submittal including all of the required support documentation such as the Environmental Review Record (ERR).
- c. The Contractor shall be expected to attend/conduct public hearing(s) for citizen's participation, assistance in preparing the State contract and financing plan and budget.
- d. If required, the Contractor shall be expected to provide general administrative services such as Affirmative Action and Equal Opportunity, WBE/MBE/SBE/DBE outreach, and Section 3 compliance.
- e. The Contractor will be expected to assist with financial record keeping and reporting as may be required for the housing rehabilitation program being considered. Other program/project administration and delivery including the coordination and preparation of technical specifications, bid documents, Davis-Bacon and Federal prevailing wage compliance if necessary will be expected. The general and technical services described in this section do not include architectural services, engineering services or disbursement of funds on behalf of the Town.
- f. The Contractor shall monitor project activity to allow the Town to adhere to the terms and conditions of the following federal requirements, as amended:
  - i. 2 CFR Part 200
  - ii. Title VI of the Civil Rights Act of 1964
  - iii. Conflict of Interest Requirements (24 CFR Part 570)
  - iv. Access to Records and Freedom of Information Requirements
  - v. Executive Order 11246 – Equal Employment Opportunity
  - vi. Executive Order 12138 – Women Business Enterprise Policy
  - vii. Architectural Barrier Act of 1968

- viii. Age Discrimination Act of 1975
- ix. Section 3 Clause – Housing and Urban Development Act of 1968
- x. Section 504 – Rehabilitation Act of 1973 xi. Retention and Custodial Requirements (24 CFR Part 85.42) xii. Executive Order 11063
- xi. Affirmative Action Program/Plan
- xii. Davis Bacon and Related Acts
- xiii. Any other applicable federal requirements not previously stated

The Contractor shall be knowledgeable of the terms and conditions of each of these requirements and shall notify the Town in writing if they are not being met on any project to which they apply.

#### **4. Type of Contract**

The Town will execute a firm, fixed price type of contract for these services with the Contractor. The fixed price shall include all items normally considered reimbursable by the Contractor (the Town will not make separate payments for mileage, copies, postage, etc.). All services included in the contract shall be delivered to the Town for the agreed upon price.

#### **5. Budget**

The Select Board has voted to authorize up to \$9,000 as allowed for communities who have not received CDBG funds in prior years for the preparation of the application however recognize that cost proposals may exceed the maximum amount allowed to be charged to the grant. Any proposals received in excess of \$9,000 will require a vote of the Select Board prior to contract execution by the Chief Procurement Officer.

#### **6. RFQ Schedule**

- RFQ Released to Consultants September 26, 2023
- Mashpee Website & Town Hall Posting September 26, 2023
- Proposals Due October 24, 2023 by 4:00 PM
- Consultant Selection No later than November 10, 2023

#### **7. Non-mandatory Pre-proposal Meeting**

Interested proposers are encouraged to attend a voluntary briefing session with the Town Planner via Zoom on Wednesday, October 11, 2023 at 1:00 PM. A Zoom link will be sent by email to each prospective proposer which requests one from the Town Planner at any time prior to the meeting.

## **8. Proposal Submission Requirements**

*Please submit responses to the within RFQ as indicated below. (The fee proposal and projected budget and costs must be submitted separately in its own sealed envelope).*

- A. **Cover Letter** – Provide transmittal correspondence indicating the consultant’s desire to be considered for the project signed by a principal of the firm. Include a summary statement explaining how/why the firm is qualified for the project and detailing the reasons that the firm should be selected.
- B. **Firm Qualification Statement/References** – Describe in detail the firm’s qualifications and experience in Transportation Impact and Access Studies and provide at least three (3) references evidencing the consulting team’s experience with projects of similar scope and nature. References should include the contact’s name, title, email, and current telephone number. Resumes of all professional staff intended to work/consult on the project on the consultant’s behalf should be included.
- C. **Fees/Costs** – Please provide in a separate sealed envelope a statement and breakdown of the fee/cost proposed for each work item specified in the description of Services provided in Section 3, above.

## **8. Review and Selection Process**

The Mashpee Town Manager/Chief Procurement Officer will review all submitted qualification statements and fee/cost quotes, and shall award the contract based on the most advantageous fee/cost quote proposed by a duly qualified, eligible, and responsive proposer. If the submitted fee/cost quotes submitted the budget allotted by the Mashpee Select Board the Chief Procurement Officer must seek authorization from the Mashpee Select Board to make an award. The Town of Mashpee reserves the right to reject any or all proposals and to waive any informalities in the proposal responses received, and to accept the candidate which, in consideration of the totality of its proposal submission, is deemed to be the most advantageous to the Town.

## **9. Submission Deadline**

All proposals must be received at the Office of the Town Manager/Chief Procurement Officer on or before Tuesday 10/24/2023 by 4:00 PM. Proposals may be hand delivered or mailed to the above office at 16 Great Neck Road North, Mashpee, MA 02649.

## **10. Questions**

Please direct any questions to Evan Lehrer, Town Planner, at [elehrer@marshpeema.gov](mailto:elehrer@marshpeema.gov) or 508-539-1400 Ext. 8521.